

Complaint Regarding Delayed Delivery of Damaged Items

Date: [Insert Date]

To,

Customer Service Department
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally complain about the delayed delivery of my recent order (Order Number: [Insert Order Number]), which was scheduled for delivery on [Insert Original Delivery Date]. Unfortunately, not only was the order significantly delayed, but upon its arrival, I discovered that the items were damaged.

The items I ordered included:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

Upon unpacking, I noted the following damages:

- [Description of Damage for Item 1]
- [Description of Damage for Item 2]
- [Description of Damage for Item 3]

This experience has caused a significant inconvenience, and I am disappointed with the level of service provided. I kindly request that you address this matter promptly by either providing replacements for the damaged items or issuing a full refund.

I look forward to your swift response and resolution of this issue. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]

[Your Email Address]
[Your Phone Number]